



Town of Cottage City

Request for Proposals

Design and Construct a Turnkey
Pre-Engineered Steel Building for
Public Works Operations

March 14, 2016

The Town of Cottage City is requesting proposals for a Public Works Facility Building Project.

LOCATION: Town of Cottage City
3805 38th Ave
Cottage City MD, 20722

DEADLINE:

PRE-PROPOSAL SITEVISIT: April 1, 2016 at 10am - 12pm
Town Hall
3820 40th Avenue
Cottage City MD, 20722

QUESTIONS DUE DATE: April 15, 2016
In Writing - via mail, email or fax
Gregory Pinkney Department of
Public Works Supervisor
3820 40th Avenue
Cottage City MD, 20722
gpinkneydpw@cottagecitymd.gov
Phone (301) 779-3525
Fax (301) 779-3525

PROPOSAL DUE DATE: May 2, 2016 by 5:00pm
At Town Hall
3820 40th Avenue
Cottage City MD, 20722

BID INSTRUCTIONS:

1. Interested firms are to submit a sealed proposal to the Town of Cottage City as required by this RFP. It is the intent of The Town of Cottage City to award the contract to the firm that clearly demonstrates the ability to provide these services to high professional standards.
2. All proposals must be submitted to:

**Town of Cottage City
Town Hall
Attn: Commissioners
3820 40th Avenue
Cottage City MD, 20722**

Introduction

1. All proposals must be clearly marked on the outside: "PROPOSAL FOR PUBLIC WORKS FACILITY BUILDING PROJECT". All proposals received after the BID DEADLINE will not be considered.
2. Proponents are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer, which shall remain valid for ninety (90) days and may not be withdrawn except as provided herein.
3. To minimize the cost to the proponent in responding to this solicitation, you are encouraged to be brief and succinct, avoiding extravagant covers, bindings and photographs. The Town will not be responsible for any cost incurred by proponents in responding to this solicitation.
4. The Town of Cottage City reserves the right to reject any and all proposals, to evaluate proposals, and to accept portions of any proposal, and accept any proposal, which in its opinion, may be in the best interest of the Town. The Town reserves the right to waive any and all formalities.
5. It is in the Town interest for proposers to understand the requirements of this RFP as fully as possible. Therefore, we have arranged a pre-proposal site visit for this procurement on April 1, 2016.
6. Technical questions relating to the RFP may be directed in writing via mail, email or fax to: Gregory Pinkney Department of Public Works Supervisor, Town of Cottage City, 3820 40th Avenue Cottage City MD, 20722, gpinkneydpw@cottagecitymd.gov, fax (301) 779-2161. **All questions must be presented by April 15, 2016.**
7. This Request for Proposal (RFP) requests a turnkey installation and fully managed Building Project.
8. The successful contractor shall provide proof of insurance to the Town of Cottage City. Insurance will include a minimum of \$1,000,000 in general liability as well as Workman's Compensation and an endorsement naming The Town of Cottage City as insured.
9. The Town of Cottage City is a tax-exempt entity. There will be no sales tax in projects. The Town of Cottage City tax exemption certificate will be provided to the successful contractor.
10. Bidders are responsible for all permits, engineered estimates, project cost analysis, conceptual design, Coordinate project, soil test, site survey, site plan, zoning and code review, architectural drawings, engineering drawings, concrete foundation design, full management of project, materials, labor, and equipment to complete project.

PROJECT SCOPE:

The project will include the design and construction of the following:

1. One 2,400 square foot (40' W x 60' L x 20' H) pre-engineered insulated steel building.
2. Gable roof with 2/12 pitch. Wind and Snow load shall conform to Prince Georges County and Maryland State Code.
3. 6" thick concrete floor. Sufficient footer requirement based on building dimension. Concrete shall be in compliance with general acceptable construction standards, Prince Georges County and Maryland State Code.
4. One 10"W/60"L concert driveway/Parking pad
5. 25"L/40"W 2nd floor Mezzanine with access
6. Each end of the building shall have a 3'x 7' standard steel access door (NO Window).
7. One 6'x 8' overhead door, one 10'W x 14'H overhead door, two 14'W x 14'H overhead doors
8. One 2" x 4" 18 gauge steel stud wall height of 20' constructed separating two end bay doors.
9. Ten windows: (5) 60'L/30'H Horizontal Sliding Window, (5) 60'L/30'H Fixed Picture Aluminum Window.
10. Two 60"L gutters with downspouts
11. Two 30"W/30"H Louvers. Building cooling to be provided via exhaust fan and louvers. Minimum of 10 air changes per hour. Exhaust fan and louvers not required for each individual bay but rather for the building as a whole.
12. Building shall be provided with adequate energy efficient lighting and sufficient electrical outlets to meet all code requirements. Will also require necessary emergency lighting.
13. Contractor to provide electrical engineer for design of the electrical system.